

OFFICIAL COURT REPORTER JOB ACCOUNCEMENT

JOB OPPORTUNITY: The Bell-Forsyth Judicial Circuit is looking for a certified court reporter to immediately serve as the Official Court Reporter for Superior Court Judge David L. Dickinson, Bell-Forsyth Judicial Circuit, as an independent contractor.

QUALIFICATIONS: High school diploma or G.E.D. equivalent, court reporter certification by the State of Georgia. *Preferred qualifications include:* machine shorthand reporter, trial experience, and real-time experience.

LICENSING REQUIREMENTS: Professional license as a Certified Court Reporter (CCR) issued by the Board of Court Reporting of the Judicial Council of Georgia.

JOB SUMMARY: Official court reporter performs duties related to recording and transcribing verbatim court proceedings or other hearings before the courts. Responsibilities include maintaining exhibits of court hearings and trials.

ESSENTIAL DUTIES: Records oral communications for various formal and/or legal proceedings, such as civil and criminal trials, motions, and hearings. Transcribes, edits, proofreads, corrects, prints, collates, and binds transcriptions for distribution. Real-time proficiency preferred. Files transcripts in civil and criminal proceedings with appropriate documentation. Corresponds with attorneys, court officers, and the general public regarding requests for the preparation of transcripts and exhibits. Maintains exhibits during court hearings and trials. Inventories, catalogs, files, boxes, records, and stores exhibits in civil and criminal cases. Logs, copies, binds, and verifies documentary evidence. Invoices and collects fees for services rendered in the recording and transcribing of court proceedings.

SKILLS: Operating stenotype machines; organizing and prioritizing work; preparing and presenting oral and written communications/reports; performing basic mathematical computations; transcribing and taking dictation, including takedown of 225 words per minute in accordance with the standards of the National Court Reporters Association (NCRA); maintaining exhibits and documentary evidence; providing effective customer service; operating personal computers; establishing and maintaining effective working relationships with other courthouse personnel, officials, and the general public; communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

COMPENSATION: As provided in the Judicial Council of Georgia, Board of Court Reporting Fee Schedule.

CONTACT: Interested candidates should submit a resume and reference list to:

Robin Rooks, Circuit Court Administrator
Bell-Forsyth Judicial Circuit
101 W. Courthouse Square, Suite 5045
Cumming, GA 30040

or email to rsrooks@forsythco.com. No phone calls please.